



PARTY PLANNER

A PRACTICAL, STRESS-FREE APPROACH TO
PLANNING A BEAUTIFUL CELEBRATION

by LUSH BALLOON EVENTS

© 2026 Lush Balloon Events

All rights reserved. This planner is for personal use only. You may not reproduce, distribute or sell this work without permission.

Planning a party can feel overwhelming – but it doesn't have to. This guide walks you through what to do and when, giving you practical steps, checklists and space for your own notes.

YOUR PARTY TIMELINE

Ideally 8 + weeks before (but at least 6-8 weeks before)	<ul style="list-style-type: none">-Set budget-choose date & location-hire venue if needed (or host it yourself)-create guest list-decide overall vibe-book entertainment (if needed)-book event stylist
4-6 weeks before	<ul style="list-style-type: none">-Sent invitations-choose theme/colours-plan décor
2-3 weeks before	<ul style="list-style-type: none">-Place an order for food & cake-confirm entertainment-confirm décor and layout
1 week before	<ul style="list-style-type: none">-Confirm RSVPs-create detailed event timeline-create a party playlist-final checks and finish pending tasks
Event day	<ul style="list-style-type: none">-Decorate the venue-Welcome guests-Relax & Enjoy

FOUNDATIONS

8 + WEEKS BEFORE

Define the Event

- What are you celebrating? (birthday, baby shower, wedding, corporate event, etc.)
- Event date & time: (pick a date that works best for you and your guests)
- Venue/ location: (secure your venue early to avoid last minute stress)
- Guest age range
- Overall vibe (theme or aesthetic that fits with the vibe of the occasion)

-Choosing the reason for the celebration informs all other decisions (food, décor, activities)
-Consider practicalities; venue capacity, accessibility, weather if outdoors
-Decide the overall vibe (this keeps your theme and styling choices cohesive)

FOUNDATIONS

8 + WEEKS BEFORE

Budget & Priorities

- Total budget:

- Top priorities: (e.g. venue, décor, food, entertainment)

- Areas to simplify or adjust:

-Write down what matters most

-Allocate a percentage to each priority (e.g. 40% food, 30% décor, entertainment)

-Include a small contingency fund for last-minute extras

Tip: Spending intentionally reduces stress- you don't have to splurge everywhere to create a memorable day.

PARTY BUDGET

Keep track of your spending as you plan

Budget %		
Food	Décor	Entertainment

FOUNDATIONS

8 + W E E K S B E F O R E

Guest lists & Invitations

- Create a guest list (find template on the next page)
- Decide RSVP method (online, phone, paper)
- Note dietary restrictions
- Send invitations

-Your guest count affects food, seating, décor scale and party favours
-Sending invitations 4-6 weeks before to allow guests time to respond
-Track RSVPs and follow up early to finalise numbers for food and seating

Tip: Making invitations easy . You can create your own, or for a polished, stress-free look check out our editable invitation templates- fully customisable and ready to use!

DETAILS & BOOKINGS

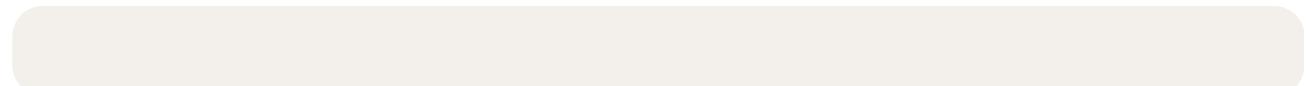
4 - 6 WEEKS BEFORE

Theme, Colour & Styling

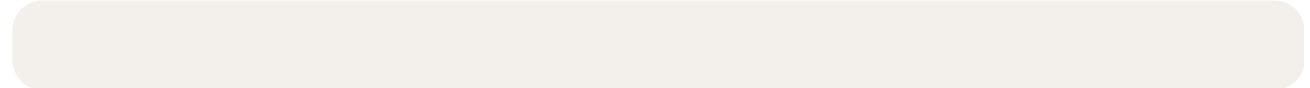
- Theme or Style chosen:



- Colour palette:



- Decor Elements required:



-A cohesive colour palette (2-4 colours) keeps your party visually unified

-Décor doesn't need to be elaborate; small details like table runners, balloons, and signage elevate the look.

-Collect inspiration to share with any vendors or helpers. (e.g. Pinterest)

Tip: Neutral or classic themes often feel more timeless; bright palettes are fun for kids.

DETAILS & BOOKINGS

4 - 6 WEEKS BEFORE

Food, Cake & Party favours

- Choose catering/ food style
- Order cake/ desserts
- Note dietary restrictions
- Order or prepare party favours
- Decide serving style

-Finger foods and buffet-style setups simplify service

-Confirm numbers with caterers or bakers based on RSVP

-Party favours don't need to be expensive – thoughtful items matter more than costly ones

Tip: Colour-coordinate food or desserts with your party palette for a polished look.

DETAILS & BOOKINGS

4 - 6 WEEKS BEFORE

Entertainment & Activities

- Entertainment booked
- Activities and games planned
- Music/ playlist ready
- Props/ materials prepared

-Book entertainers early to secure availability
-Plan backup activities in case of timing changes or weather
-Keep age range in mind- activities should suit all guests

LOGISTICS & FLOW

2 - 3 WEEKS BEFORE

Setup & Layout Planning

- Decide feature area/ backdrop
- Food & cake table layout
- Seating arrangement
- Access & power check
- Sketch layout (optional)

-Visualising the space prevents last-minute surprises

-Walk through the event in your mind- where guests will sit, eat, play and gather

-Consider practicalities like traffic flow, table spacing and safety

LOGISTICS & FLOW

2 - 3 WEEKS BEFORE

Event Timeline

- Setup time confirmed
- Guest arrival timing
- Main moments scheduled (cake, special activites)
- Wind-down/ departure plan
- Pack-down timing

-Keep your schedule realistic and flexible

-Assign helpers to tasks so you can stay present

Tip: Include buffer times to reduce stress- it's normal for things to run slightly ahead or behind schedule.

FINAL PREP

1 WEEKS BEFORE

Final checks

- Confirm all suppliers
- Finalise headcount
- Prepare payments
- Pack essentials kit (tape, scissors, wipes, etc)
- Weather/backup plan if needed

-Do final walkthrough of the space if possible

NOTES & IDEAS

CHECKLIST

COMPLETE PARTY CHECKLIST

Foundations (8 weeks before)

- Budget set
- Event date & time
- Venue booked
- Guest list created
- Invitations planned

Details & Bookings (4-6 weeks before)

- Theme/ colours decided
- Décor brainstormed
- Entertainment booked
- Catering/ food arranged
- Cake ordered
- Favours planned
- Playlist prepared (if you have one)

Logistics & Flow (2-3 weeks before)

- Setup & layout planned
- Timeline created

Final Prep (1 week before)

- Suppliers confirmed
- Headcount finalised
- Payments/ tips ready
- Emergency kit prepared

Event Day

- Setup complete
- Enjoy the celebration
- Pack-down finished

YOU'RE READY

All planning done? Take a deep breath and enjoy the celebration you've created.

If you'd like support with styling your décor,
I'd love to help bring your vision to life.

PARTY PLANNER

by LUSH BALLOON EVENTS